

# Position Description

Read each heading carefully before proceeding. Make statements simple, brief, and complete. Be certain the form is signed. Send the original to the Office of Personnel Services.

CHECK ONE: XX ☐ NEW POSITION ☐ EXISTING POSITION ☐ UNCLASSIFIED

**Part 1 - Items 1 through 12 to be completed by department head or personnel office.**

1. Agency Name Department for Children and Families		9. Position No.	10. Budget Program Number	
2. Employee Name (leave blank if position vacant)			11. Present Class Title (if existing position)	
3. Division Programs			12. Proposed Class Title Public Service Executive I	
4. Section Programs	For  Use  By  Personnel  Office	13. Allocation		
5. Unit		14. Effective Date		
6. Location (address where employee works)  City Wichita County Sedgwick		15. By	Approved	
7. (circle appropriate time) Full time Perm. Inter. Part time Temp. % Regular		16. Audit Date: By: Date: By:		
8. Regular hours of work: (circle appropriate time)  FROM: 8:00 AM To: 5:00 PM			17. Audit Date: By: Date: By:	

**PART II - To be completed by department head, personnel office or supervisor of the position.**

18. If this is a request to reallocate a position, briefly describe the reorganization, reassignment of work, new function added by law or other factors which changed the duties and responsibilities of the position:

19. Who is the supervisor of this position? (person who assigns work, gives directions, answers questions and is directly in charge)?

Name

Title

Position Number

Nan Putnam

Assistant Regional Director--Programs

K0214643

Who evaluates the work of an incumbent in this position?

Name

Title

Position Number

Nan Putnam

Assistant Regional Director—Programs

K0214643

20. a) How much latitude is allowed employee in completing the work? b) What kinds of instructions, methods and guidelines are given to the employee in this position to help do the work? c) State how and in what detail assignments are made.

This is managerial work planning, organizing and directing the activities and managing the resources necessary to operate and maintain a program or programs that have multiple sub-programs and/or diverse activities.

Work involves developing or revising operating procedures, objectives and goals within agency or regulatory guidelines; formulating policies, and interpreting and directing the application of policies and guidelines; using management systems and tools to determine, assign, and oversee the quality of work and to direct and coordinate program activities; and exercising control over resources for specific phases of a program(s).

21. Describe the work of this position using the page or one additional page only. (Use the following format for describing job duties):

**What** is the action being done (use an action verb); to **whom** or **what** is the action directed (object of action); **why** is the action being done (be brief); **how** is the action being done (be brief). For each task state: Who reviews it? How often? What is it reviewed for?

**Number Each Task and Indicate Percent of Time and Identity each function as essential or marginal by placing an E or M next to the % of time for each task.** Essential functions are the primary job duties for which the position was created and that an employee must be able to perform, with or without reasonable accommodation. A marginal function is a peripheral, incident of minimal part of the position.

No. Each Task and Indicate Percent of Time	E or M	<p>The person in this position has access to protected health information (PHI) under the provisions of the Health Information Portability Act of 1996 (HIPAA) Privacy Rule. PHI must be treated in accordance with the provisions of the HIPAA Privacy Regulation including the requirements for safeguarding, releasing and recording the release of such information. The person will receive training in the provision of the HIPAA Privacy Regulations as they relate to the duties of this position and has signed a confidentiality agreement.</p> <p>In addition to the tasks listed below, the incumbent is expected to communicate the Mission, Vision and Guiding Principles of the agency to peers, clients and the public; identify personal strengths and developmental needs to increase job performance and long-term career growth. Continually analyze work processes, seek new approaches and make recommendations to enhance efficiency and effectiveness of the agency. Works in a harmonious and cooperative fashion with other staff to provide efficient and effective customer service. Uses free time as available to assist other staff in the completion of work assignments. Contributes to a positive work environment through a positive, helpful, courteous demeanor towards staff, clients, and the general public. Adheres to appropriate standards of conduct regarding the use of leave and reports to work on time.</p>
20%	E	<p><b><u>Regional Management Functions:</u></b> Confers with management team members to assist and support the Regional Director to develop short and long term strategic plans including the allocation of resources, establishment of objectives and strategies to accomplish goals. Recommends local policies; interprets, direct and/or coordinates policies and guidelines through community partners, providers or agency managers; ensures compliance with agency policies as well as state and federal law. Recommends and/or approves operating procedures, objectives and goals within broad agency and regulatory guidelines,</p> <p>Meets with Assistant Regional Director of Programs and Regional Director to obtain information and direction and discuss problems related to administration of services, program content and objectives.</p> <p>All tasks are reviewed by the Assistant Regional Director for Programs through conferences, reports and on the basis of results achieved.</p>
20%	E	<p><b><u>PERFORMANCE IMPROVEMENT TEAM MANAGEMENT/SERVICE DELIVERY MONITORING</u></b></p> <p>Leads a <u>Professional Development</u> team of <u>EES trainers and case reader</u><del>case readers</del> who are responsible to develop and establish standards, tools, and a system to help train new or experienced staff, and then monitor and evaluate the effectiveness of the initiatives.</p> <p>Promotes teamwork and collaborative problem solving between PI staff and EES administrators and supervisors.</p> <p>Coordinates development and delivery of initiatives <del>with Professional Development team</del> to assist EES staff in improving job skills, reducing or eliminating errors, improving efficiency and customer service.</p> <p>Responsible for performance management, discipline, and coaching of direct report staff.</p> <p>Develops and maintains a process to monitor and identify needed improvements to the service delivery system for Economic and Employment Services (EES). Includes EES staff case reads, “elbow” training, staff efficiency, closed case trends, and Error Review Board participation and input.</p>

		<p>Works with counterparts in other regions and Administration PI staff to analyze and discuss overall agency performance, trends, state agency position with federal program, federal policies and compliance, error rates and trends, and federal sanction status. Also share best practices and discuss improvement opportunities. Works with EES Program Administrators and EES Supervisors in developing Corrective Action Plans in response to audits and Management and Evaluation reviews. Monitors the CAP by establishing base lines, implementing strategies and determining effectiveness of the strategies.</p>
20%	E	<p><b><u>Economic and Employment Services (EES) Training Management</u></b></p> <p>Supervises Regional EES Professional Development staff. Hires qualified staff and provides appropriate leadership, guidance and direction. Ensures staff have the necessary tools to complete their duties. Establishes employee performance standards and expectations to ensure that employees fully understand assigned roles and individual responsibilities. Monitors performance, documents appropriately and provides regular feedback.</p> <p>Partners with regional EES and Performance Improvement administrators to identify and address error trends, training needs and improvement initiatives.</p> <p>Develops learning plan for new EES workers in the region including formal classroom training and informal learning strategies in consultation with EES administrators.</p>
10%		<p><b><u>DATA ANALYSIS</u></b></p> <p>Plans, organizes, and directs a comprehensive program which includes gathering, analyzing and reporting statistical, economic, program, staff performance, and work programs provider data. This includes Daily Production and Staffing Reports for the Region, Weekly Attendance and Outcomes monitoring for Employment Programs, PPS caseload data, Operations Data, and numerous reports to assist supervisors and administrators manage their work load.</p> <p>Directs the work of regional Management System Analyst direct report. Approves and assigns projects, including database development, maintenance, and training, as requested by regional programs and managers.</p>
10%	E	<p><b><u>EMPLOYMENT PROGRAMS PROVIDER AGREEMENTS:</u></b></p> <p>Works with Employment Program employment providers in the development of new provider agreements, renewal of current provider agreements and supervise staff that are responsible for reviewing billing and sending to appropriate operations staff so that payment can be authorized. This includes working with DCF Administration Program Managers and staff, State Wide Performance Improvement Administrators, Management System Analyst, and Career Navigators.</p>
20%	E	<p><b><u>COMMUNITY AND STAKEHOLDER RELATIONS</u></b></p> <p>Provides leadership in the development of social service capacity in local communities by identifying needs and potential resources, setting goals, establishing priorities and establishing relationships. Provides opportunities for staff to participate in the identification of needs and development and implementation or processes to meet Agency needs. Collaborates with community partners to improve capacity. Promotes and models the agency's Mission, Vision, and Guiding Principles. Active participation and/or leadership in Community Campus unit, Community Project, coalition and other regional organizations that are or may become partners in providing services to or solving problems of our clients.</p>

- 
22. a. If work involves leadership, supervisory, or management responsibilities, check the statement which best describes the position:
- ☐ ( ) Lead worker assigns, trains, schedules, oversees, or reviews work of others.
  - ☐ ( ) Plans, staffs, evaluates, and directs work of employees of a work unit.
  - ☒ (X ) Delegates authority to carry out work of a unit to subordinate supervisors or managers.

- b. List the names, class titles, and position numbers of all persons who are supervised directly by employee on this position.

<b>Name</b>	<b>Title</b>	<b>Position Number</b>
Wesley Milburn	Staff Development Specialist I	K0064581
Angela Lewis	Staff Development Specialist I	K0069300
Holly Hoefling	Human Services Consultant	K0055513
Dustin Costello	Human Services Consultant	K0064475
Open Position	Human Services Consultant	K0072674
Kevin Mack	Human Services Consultant	K0102633
Pennie Garrett	Program Consultant I	K0061256
Debra Slapar	Administrative Specialist	K0133674
Ann Katt	Management Systems Analyst	K0230367
Dawn Ho	Human Services Supervisor	K0134005

- 
23. Which statement best describes the results of error in action or decision of this employee?

- ☐ ( ) Minimal property damage, minor injury, minor disruption of the flow of work.
- ☐ ( ) Moderate loss of time, injury, damage or adverse impact on healthy and welfare of others.
- ☒ (X) Major program failure, major property loss, or serious injury or incapacitation.
- ☐ ( ) Loss of life, disruption of operations of a major agency.

Please give examples.

Failure to perform essential functions would cause severe financial and emotional hardships for customers and could result in the loss of federal funds and/or other fiscal sanctions to the State of Kansas.

- 
24. For what purpose, with whom and how frequently are contacts made with the public, other employees or officials?

Public contact including phone and in person contact with community leaders, businesses, other agencies and the public occurs daily as part of program administration and planning functions . These contacts are for the purpose of providing or obtaining information regarding program operations; sharing information related to cooperative efforts; and participation in community workgroups, forums and events. Contact is made daily with regional office management, supervisors and line staff. Regular contact occurs with Administration staff, both to provide and obtain information.

- 
25. What hazards, risks or discomforts exist on the job or in the work environment?

- 
26. List machines or equipment used regularly in the work of this position. Indicate the frequency with which they are used:

Computers, telephone systems, and copy machines are used daily. Some positions may require the use of a vehicle (private or state owned) in traveling to offices to provide services to clients.

---

### **PART III - To be completed by the department head or personnel office**

---

27. List the minimum amounts of education and experience which you believe to be necessary for an employee to begin employment in this position.

Education - General

---

Education or Training - special or professional

---

---

Licenses, certificates and registrations

Must maintain a valid driver's license.

---

Special knowledge, skills and abilities

---

Experience - length in years and kind

One year of experience in planning, organizing and directing the work of a department, program or agency. Education may be substituted for experience as determined relevant by the agency.

---

**28. SPECIAL QUALIFICATIONS**

State any additional qualifications for this position that are necessary either as a physical requirement of an incumbent on the job, a necessary special requirement, a bona fide occupational qualification (BFOQ) or other requirement that does not contradict the education and experience statement on the class specification. A special requirement must be listed here in order to obtain selective certification.

Must maintain security clearance throughout employment.

---

Signature of Employee                      Date

---

Signature of Personnel Official                      Date

**Approved:**

---

Signature of Supervisor                      Date

---

Signature of Agency Head or                      Date  
Appointing Authority